

2014 Implementation Guidelines for  
Water Distribution Systems

# ATTACHMENT 4



## PLEASE READ BEFORE SUBMITTING APPLICATION for a WATER DISTRIBUTION SYSTEM

Prepared May 21, 2014

A permit from the Monterey Peninsula Water Management District (MPWMD) is needed for any new or amended Water Distribution System (WDS), unless it meets the criteria for an exemption. For MPWMD Rules, please visit [www.mpwmd.net](http://www.mpwmd.net) and click on "Rules and Regulations" (see Rules 20, 21 and 22). See separate forms to apply for an Exemption Request.

**For detailed guidance, please visit the District website at:**  
<http://www.mpwmd.dst.ca.us/pae/wds/wds.htm> (click on "2014 Implementation Guidelines").  
**For staff assistance, contact 831-658-5621 or [henrietta@mpwmd.net](mailto:henrietta@mpwmd.net).**

**REQUIRED ATTACHMENTS:** Before submitting your Application, please provide the following documentation, as applicable (see Sections 1.0 and 2.0 of 2014 Implementation Guidelines for details):

- Map with Assessor's Parcel Numbers, location of water facilities (e.g., wells) and parcels served;
- Monterey County Environmental Health Bureau Well Construction Permit (one for each well);
- State Dept. of Water Resources (DWR) Well Completion Report (one for each well);
- Monterey County Health Department certification of adequate quantity/quality (for drinking water);
- MPWMD Well Registration form for each well (\$25 fee if new well or owner);
- MPWMD Well Meter Inspection Form signed by District staff for each well;
- Grant Deed or similar recorded property ownership documentation;
- Water rights documentation, if applicable (e.g., Carmel Valley Alluvial or Seaside Basin wells);
- Environmental review, if applicable (typically performed by City or County);
- For Mobile WDS, authorizing letter from agency governing source of supply;
- Additional documentation may be required for certain situations;
- **Initial application fee (check to "MPWMD"): \$1,200 (Level 1 and 2), or \$3,000 (Level 3). See separate handout on fees.**

There are three possible permit levels based on the water system location, water source, type of system (well or other), number of parcels served, and annual production. A key factor is the potential effect on the Monterey Peninsula Water Resource System (MPWRS)<sup>1</sup>. The permit levels are:

- Level 1 WDS Permit (Basic Non-MPWRS; No System Limits)
- Level 2 WDS Permit (Basic Seaside Basin; General Adjudication Limits)
- Level 3 WDS Permit (Project-Specific MPWRS/Other with System Limits).

A **Level 1 WDS Permit** is for a system located outside of the MPWRS with correlative water rights that would not have an adverse effect on the MPWRS, but does not meet any of the criteria for an exemption specified in MPWMD Rule 20-A or 20-C. System limits are not imposed. Examples include:

- Wells located more than 1,000 feet from the MPWRS and serving four or more parcels;

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<sup>1</sup> The Monterey Peninsula Water Resource System (MPWRS) is defined as the "surface water in the Carmel River and its tributaries, Groundwater in the Carmel Valley Alluvial Aquifer which underlies the Carmel River, and Groundwater in the Seaside Groundwater Basin" (MPWMD Rule 11). The named Carmel River tributaries are defined in Rule 11 under "Sensitive Environmental Receptors."

- Wells located 1,000 feet or less from the MPWRS and serving four or more parcels, which can demonstrate lack of hydrogeologic connectivity or significant adverse impact to the MPWRS;
- Rainwater collection system serving two or more parcels;
- Natural spring in Fractured Rock that provides non-potable supply for landscape irrigation for two or more parcels;
- Mobile WDS trucked from a source within MPWMD but more than 1,000 feet from the MPWRS.

A **Level 2 WDS Permit** would be for Seaside Groundwater Basin (SGB) situations where production is less than 5.0 AFY and for certain single-parcel situations where production is 5.0 AFY or more. The 5.0 cutoff value is chosen because the Superior Court in the SGB Adjudication Decision determined that production less than 5.0 AFY would have a nominal effect on the Basin. Examples include:

- SGB wells that produce less than 5.0 AFY and serve two or more parcels;
- SGB wells that produce 5.0 AFY or more and serve only one onsite parcel (Alternative Producer), with a designated production amount in the Court Decision or written permission from the SGB Watermaster;
- Mobile WDS trucked from a source within the Seaside Basin if compliant with the Adjudication Decision.

A **Level 3 WDS Permit** is the highest review level and involves the imposition of System Limits (production and connections) as well as possible hydrogeologic testing and assessments above and beyond that required by the Monterey County Environmental Health Bureau, depending on the situation. Examples include:

- Non-MPWRS wells within 1,000 feet of the MPWRS that have the potential for a significant adverse effect to the MPWRS above a certain production level;
- Seaside Groundwater Basin wells that produce 5.0 AFY or more (with written permission from the Seaside Basin Watermaster), and serve more than one parcel;
- All situations in the mapped Carmel Valley Alluvial Aquifer unless the well log demonstrates that the water source is non-alluvial and there is not hydrogeologic connectivity to the CVAA;
- Direct diversion from any stream within the MPWRS;
- Dams, desalination plants, reclamation facilities and all water projects that require an Environmental Impact Report;
- Mobile WDS trucked from a source within the MPWRS.

See Sections 3.0 through 8.0 of the 2014 Implementation Guidelines for more information.



## FEE DEPOSIT SCHEDULE FOR WDS PERMIT LEVELS Effective May 21, 2014

The Monterey Peninsula Water Management District (MPWMD or District) has enacted Rules & Regulations that govern Water Distribution Systems (WDS), and has prepared Implementation Guidelines that explain four possible permit pathways. For more information, consult the District website at: <http://www.mpwmd.dst.ca.us/pae/wds/wds.htm> (click on "2014 Implementation Guidelines")

**Each application entails an initial application fee (deposit). The current fee schedule is as follows:**

PERMIT LEVEL	INITIAL FEE	NOTES
<b>Exemption</b>	<b>\$1,000</b>	Estimate based on 7 staff hours, 1 hour of Counsel review, plus other direct costs.
<b>Level 1 WDS Permit</b>	<b>\$1,200</b>	Estimate based on 10 staff hours, 1 hour of Counsel review, plus other direct costs .
<b>Level 2 WDS Permit</b>	<b>\$1,200</b>	Estimate based on 10 staff hours, 1 hour of Counsel review, plus other direct costs.
<b>Level 3 WDS Permit</b>	<b>\$3,000</b>	Estimate based on 20 staff hours, 3 hours of Counsel review, plus other direct costs. If a public hearing before the MPWMD Board is involved, or consultant review is needed, total costs will likely exceed \$3,000.

If actual costs exceed the initial application fee, the applicant must pay the overage before the Confirmation of Exemption or WDS Permit is finalized. The District provides an accounting of costs to each applicant. If total costs are less than the application fee, a refund is provided. Current fees are based on rates as of May 2014 (\$95/hour for staff and \$215/hour for Counsel). Rates and fees are subject to change pursuant to Board Resolution (Rule 60) or contracts with Counsel or consultants. The County Clerk/Recorder also amends their fees annually.

In unusual cases, the actual time to process an application may greatly exceed the initial fee due to legal complexities, the need for additional hydrogeologic testing, or more detailed environmental review. In these situations, staff will review the cumulative total of hours and expenses accrued each quarter (January, April, July and October). The applicant will be billed if the quarterly unpaid total is more than \$500 over the initial fee. The applicant must pay the overage within 30 days of the invoice for staff to continue processing the application. This quarterly billing policy also avoids a significant fee at the end of the permit process. The Confirmation of Exemption or WDS Permit is not signed and recorded until all fees are paid.

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**APPLICATION for a PERMIT to CREATE or AMEND a  
WATER DISTRIBUTION SYSTEM or MOBILE WDS**

Revised May 21, 2014

For detailed guidance, maps and weblinks, please visit the District website at:  
<http://www.mpwmd.dst.ca.us/pae/wds/wds.htm> (see "2014 Implementation Guidelines").  
 For staff assistance, contact 831-658-5621 or [henrietta@mpwmd.net](mailto:henrietta@mpwmd.net).

Form received on \_\_\_\_\_ by \_\_\_\_\_.  
 Fee Received: \_\_\_\_\_ \$1,200 (Level 1 or 2); \_\_\_\_\_ \$3,000 (Level 3)  
 ID# WDS- \_\_\_\_\_

Please complete the table below (attach extra sheets as needed):

#	QUESTIONS	FILL IN ANSWERS BELOW
1	System Name	
2	Assessor's Parcel ## (list all)	If multiple parcel, identify APN for well/facility location and APN of parcels receiving water from WDS or Mobile WDS.
3	Physical Address or Location	
4	Name of Applicant	
5	Mailing Address	(Street or PO)
6	City, State, Zip	
7	Phone/fax/email:	
8	Agent (if applicable)	(i.e., person who may receive paperwork on behalf of applicant/owner)
9	Agent mailing address	
10	Agent City, State, Zip	
11	Agent phone/fax/email	
12	Hydrogeologist (if applicable)	(e.g., licensed professional who has conducted well testing and evaluation)
13	Hydro mailing address	
14	Hydro City, State, Zip	
15	Hydro phone/fax/email	
16	Is this an amendment to an existing WDS?	YES or NO. If yes, identify previous MPWMD permit #, if any. # _____ Describe planned changes.

17	<b>Is this a Mobile WDS?</b>	YES or NO. If yes, go to Row 50
18	<b>Is this a water well?</b>	YES or NO. If no, go to Row 21.
19	<b>MCEHB<sup>1</sup> Permit # and issuance date</b>	(One for each well)
20	<b>DWR Well Completion Report # and date</b>	(One for each well)
21	<b>Within MPWRS<sup>2</sup> ?</b>	YES or NO. Consult with District staff if unsure; see definition in footnote.
22	<b>&gt;1,000 ft. MPWRS?</b>	YES or NO. Consult with District staff if unsure. See Section 4.0 of 2014 Implementation Guidelines.
23	<b>≤1,000 ft. MPWRS?</b>	YES or NO. Consult with District staff if unsure. Staff will assess well log re: potential impacts; additional testing may be required. See Section 4.2 of 2014 Implementation Guidelines.
24	<b>Seaside Basin source?</b>	YES or NO. If yes, Adjudication documentation and/or approval from Watermaster are required. See Section 5.0 of 2014 Implementation Guidelines.
25	<b>CV Alluvium source?</b>	YES or NO. If yes, water rights documentation is required. See Section 6.0 of 2014 Implementation Guidelines. District staff will confirm if alluvial.
26	<b>Fractured rock spring or seep?</b>	YES or NO. If yes, state if onsite or offsite use, and if potable (drinking water) or non-potable use. See Section 7.0 of 2014 Implementation Guidelines.
27	<b>River/tributary direct diversion?</b>	YES or NO. If yes, water rights documentation is required. See Section 7.0 of 2014 Implementation Guidelines. Describe system.
28	<b>Dam/reservoir?</b>	YES or NO. If yes, water rights documentation and EIR is required. See Section 7.0 of 2014 Implementation Guidelines.
29	<b>Desal plant?</b>	YES or NO. If yes, describe facilities, annual production and recipients. EIR required. See Section 7.0 of 2014 Implementation Guidelines.
30	<b>Reclamation plant?</b>	YES or NO. If yes, describe facilities, annual production and recipients. EIR required. See Section 7.0 of 2014 Implementation Guidelines.
31	<b>Rainwater harvest + offsite delivery?</b>	YES or NO. If yes, describe. See Section 7.0 of 2014 Implementation Guidelines.
32	<b>Other water systems?</b>	YES or NO. Describe. See Section 7.0 of 2014 Implementation Guidelines.
33	<b>Estimated production</b>	Unit is acre-feet per year (AFY). See Section 2.9 of 2014 Implementation Guidelines.
34	<b>Total acreage served</b>	(Break out acreage of each parcel served)
35	<b>Type of water use?</b>	(e.g., drinking water, irrigation only)
36	<b>Type of land use?</b>	(e.g., residential, commercial, agriculture)
37	<b>New subdivision?</b>	YES or NO. CEQA document from lead agency is required.
38	<b>In CAW<sup>3</sup> service area?</b>	YES or NO.
39	<b>Active CAW service?</b>	What is currently served by Cal-Am on the property (e.g., home or business)?
40	<b>What is Zoning?</b>	

<sup>1</sup> MCEHB= Monterey County Environmental Health Bureau

<sup>2</sup> MPWRS= Monterey Peninsula Water Resource System (i.e., Carmel Valley Alluvial Aquifer, Carmel River/tributaries, and Seaside Basin)

<sup>3</sup> CAW = California American Water Company

41	<b>Environmental information</b>	Describe CEQA documentation and Lead Agency, if applicable.
50	<b>Is Mobile WDS source within MPWMD?</b>	YES or NO. If yes, describe source and location. See Rows 21 - 32 for possibilities.
51	<b>Is water source outside MPWMD?</b>	YES or NO. If yes, describe source and location.
52	<b>Source agency and approval</b>	If outside MPWMD, identify source agency with authority. Attach written documentation that the source water may be exported to serve applicant.
53	<b>Describe intended use (long-term)</b>	Mobile WDS may only be non-potable (e.g., irrigation, pools only) unless an emergency.
54	<b># parcels served?</b>	Use Request for Exemption form if service is to 3 or fewer parcels from a source out side MPWMD.
55	<b>Emergency drinking water service?</b>	YES or NO. If yes, describe situation.
60	<b>Other relevant information or unique considerations?</b>	Refer to Question #. Attach explanatory sheets as needed.
<b>ATTACHMENTS</b>		
A1	<b>Parcel Maps</b>	
A2	<b>MCEHB permit(s)</b>	
A3	<b>DWR well log(s)</b>	
A4	<b>Well registration forms</b>	
A5	<b>Well meter sign-offs</b>	
A6	<b>Grant deed</b>	
A7	<b>Water rights docs.</b>	
A8	<b>Environmental docs.</b>	
A9	<b>Mobile WDS approval</b>	
A10	<b>Application fee (check)</b>	
A11	<b>Other</b>	

*This Request for Exemption must be signed by the person who is identified in a recorded Deed as the owner of the parcel on which the well or other water producing facility is located. If multiple owners, at least two must sign.*

**Under penalty of perjury, I verify that the above information is accurate to the best of my knowledge and understanding.**

\_\_\_\_\_  
**Signature of Applicant/System Owner**

\_\_\_\_\_  
**Date**

Printed name of Applicant: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant/System Owner**

\_\_\_\_\_  
**Date**

Printed name of Applicant: \_\_\_\_\_